

**MECHANICAL CONTRACTOR LICENSE EXAMINATION INFORMATION**  
**DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS**  
**BUREAU OF CONSTRUCTION CODES**  
**P.O. BOX 30254, LANSING, MICHIGAN 48909**  
**517-241-9316**  
**E-Mail: lara-bcc-licensing@michigan.gov**

**INTRODUCTION**

Examinations for mechanical contractor licensing are conducted by the Bureau of Construction Codes and are designed to: a) test an applicant's knowledge of the fundamentals of the classification in which licensure is being sought and b) measure the applicant's ability to interpret and apply the appropriate mechanical code to the installation of mechanical equipment. The examination is based on the provisions of the state mechanical code, related laws, and rules, and general theories and practices.

**QUALIFICATIONS**

In order to qualify for examination, an applicant shall furnish on the application a statement or statements to the effect that the applicant has a minimum of 3 years of experience in performance of 1 or more of the work classifications in the act. The statement shall show a detailed and specific description of the type of work performed and the length of time work was performed. The detailed description shall include work experience for EACH work classification, in one or more of the following work classifications:

1) Hydronic heating and cooling and process piping, 2) HVAC equipment, 3) Ductwork, 4) Refrigeration, 5) Limited heating service, 6) Unlimited heating service 7) Limited refrigeration and air conditioning service 8) Unlimited refrigeration and air conditioning service, 9) Fire suppression, 10) Specialty. Specialty classifications limit the licensee to a specific installation. Please refer to current examination application for specialty classification designations.

**APPLICATION AND LICENSING INFORMATION**

Upon receipt of a completed application fee, the application will be reviewed. If it is approved, an admission card will be mailed to you approximately 10 days prior to the scheduled exam date. However, if additional information is required before your application can be approved, correspondence will be sent to you specifying the information that is required.

To help provide optimum customer service and for scheduling purposes please provide completed application at least 20 days prior to your desired exam date.

## **APPLICATION INSTRUCTIONS**

To complete the application form:

1. Page #1 - Fill in your name, address and last 4 digits of your social security number in the spaces provided. Check the work classifications in which you desire to test for.
2. Page #2 - Answer the background information, conviction history and sign the application
3. Pages #3-5 – Work Experience Report. Applicant must fill out sections of the report. Each statement must include a detailed description of the work performed, the length of time and dates that the work was performed, the employer in which the work was performed, and the license number if applicable. The detailed description of work performed **must** include, but not limited to, heating/cooling BTU ratings, venting and duct systems, types of fuel, types of refrigerants, types of equipment and types of fire suppression systems and equipment if applicable.
4. Send the completed application along with the proper fee to: Michigan Department of Licensing and Regulatory Affairs, Bureau of Construction Codes, P.O. Box 30255, Lansing, MI 48909.

## **EXAMINATION APPLICATION FEE**

The examination application fee is \$100 (nonrefundable). An applicant who seeks licensure in more than one work classification on a single application is required to pay only one (1) application fee. Checks shall be made payable to the State of Michigan and attached to your application.

## **EXAMINATION LOCATION AND DATE**

Examinations are scheduled once every three months. Once approved and scheduled, an admission card notifying each applicant of the time, location, and date of the examination will be mailed approximately 10 calendar days before the date of the examination. Candidates will be required to provide the EXAMINATION ADMISSION CARD as well as an OFFICIAL, SIGNED PHOTO identification at the test site in order to be admitted.

If you cannot take the examination on your scheduled examination date, your admission card shall not be renewed unless you send a letter to this office explaining your absence from the exam. This written explanation and admission card must be received by the Department within 10 calendar days after your scheduled examination.

## **EXAMINATION ADMISSION REQUIREMENTS AND TEST REGULATIONS**

1. To be admitted to the test site, you **MUST**:
  - a. Present your admission card.
  - b. Show an official, signed photo I.D., such as a driver's license, State of Michigan Identification

Card, passport, or a recent photo which includes your signature and has been notarized on the back  
c. Arrive at your scheduled time. **NO ONE WILL BE ADMITTED AFTER THE SCHEDULED START TIME**

2. Be sure to bring a supply of **#2 PENCILS WITH GOOD ERASERS**.
3. Use of the current State of Michigan Codes as well as their reference material is permitted. **NO DICTIONARIES, COMMENTARIES OR PAPERS OF ANY KIND WILL BE PERMITTED.**
4. Silent, battery-operated, nonprinting, nonprogrammable calculators will be allowed.
5. **NO COPYING OF EXAMINATION ITEMS IS PERMITTED. ANYONE FOUND REMOVING OR ATTEMPTING TO REMOVE TEST MATERIALS OR NOTES FROM THE TEST ROOM, COMMUNICATING WITH OTHERS, OR PARTICIPATING IN ANY FORM OF MISCONDUCT WILL BE DENIED LICENSURE.**
6. If you have any questions, ask only the test administrator(s) or test monitors.

#### **EXAMINATION REFERENCE MATERIAL**

[Mechanical Examination Reference Material](#)

#### **RELEASE OF EXAMINATION RESULTS**

You will be notified of your examination results within 30 days after the exam date. Test results cannot be given over the telephone, or to a third party. **DO NOT CONTACT THE DEPARTMENT BY TELEPHONE FOR YOUR TEST RESULTS.**

If you qualify for licensure, you will receive a license application, and be assessed the appropriate license fee, along with your test results.

A license will be issued to you for the work classifications that you passed, even if there are some classifications you failed.

#### **IF YOU FAIL**

An applicant who fails to receive a passing grade on any exam may re-take failed examination. Examination applications are available from the Bureau of Construction Codes, Mechanical Division website at [www.michigan.gov/bcc](http://www.michigan.gov/bcc)